

LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 4c	PAGE 1 OF 2
TITLE: INSPECTION OF PUBLIC JOURNALS AND RECORDS	PERSONNEL X ADMINISTRATIVE	RESOLUTION NO: 02-1484
EFFECTIVE DATE: OCTOBER 10, 2002	TYPE: X POLICY X PROCEDURE	SUPERSEDES: POLICY # 97-1097 PROCEDURE #

In accordance with Ohio Revised Code Section 149.43 and the exceptions contained therein, and any other exceptions under applicable statutory or common law, all public records of the Board of Lucas County Commissioners shall be promptly prepared and made available for inspection to any person during regular working hours.

Upon request, the Clerk of the Board of Lucas County Commissioners or such other person responsible for public records shall make copies available at the cost(s) established within a reasonable period of time.

PROCEDURE

1) Person requesting inspection of public records may do by requesting with specificity what records or documents the individual wishes to inspect so that such can be made available. For convenience, a form for such shall be available at the office of the Clerk of the Board of County Commissioners during regular business hours.

2) Person requesting copies shall do so with specificity what document or what pages of any public record are desired. The Board of Lucas County Commissioners shall charge a fee of \$0.05 per page for each photo copy of records requested. CD's will be copied for the cost of the CD. A person requesting copies may be required to remit a payment for an estimate of such prior to the copies being made. If such prepayment is made, a copy of the request form, which shall be dated and which shall state the amount paid, and person receiving such payment shall be provided a receipt. In any event, unless waived as provided below, a person or organization requesting copies of records shall be required to remit full payment of fees prior to release of documentation.

3) If custodian of record has any question as to whether or not the material requested for either inspection or copying is a record or a public record, immediately such person shall make request of legal counsel (either in-house or prosecutor's office) to review such, wherein such counsel shall review and render opinion upon within a reasonable time so that response can be given to person making such request.

4) The Board of Lucas County Commissioners may waive a portion or all charges or other procedural requirement at its discretion when a request to inspect or obtain copies is made:

- 1) By an authorized representative of another political subdivision;
- 2) By an authorized representative of another County Appointing Authority;
- 3) By a not for profit organization which conducts a quasi-governmental type of business;
- 4) By person or business with whom because of volume this Board has separately from this agreement established some other arrangement;
- 5) Pursuant to Court Order;
- 6) Any other exceptions required by law.

APPROVED BY:

DATE: